

Following Your Student – Start to Finish

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- I. Student contacts program
- II. Enrollment meeting scheduled
- III. Enrollment consists of:
 - Discussion/counseling with student and determining the student's purpose for inquiring about adult education services.
 - Initiating a student file:
 - ❖ Start SEOP process (see SEOP form) by gathering demographic information including name, address, etc., in addition to student's information pertinent to labor force status, economic status, institutionalization (if applicable), and literacy program.
 - ❖ Administer appropriate assessment(s) to student to establish program type (ESOL, ABE, AHSC) and to facilitate establishment of the student's primary and/or secondary goal as well as optional outcome(s).
 - ❖ Complete the student's SEOP form:
 - Use the comment section to make notes pertinent to student progress that might include additional information pertaining to goal attainment, accommodations, etc.
 - Fill in assessment information.
 - Establish and provide notation of EFL.
Note: A student's initial EFL is used for a fiscal year. A student's level gains are based on the initial EFL. A new assessment must be completed at the beginning of a new fiscal year unless a "pre/post-test" was administered during May or June prior to the beginning of the fiscal year to establish the student's EFL.
 - ❖ Assign course(s), dates, instructors, etc.
- IV. Instruction consists of:
 - Teacher/student interaction during class.
 - Counseling pertinent to student progress.
 - Assessment within the confines of the course.
 - Selecting curriculum that is appropriate for adult learners and meets the specific needs of the student.
 - Reassessment of skill(s), at a minimum, after 60 hours of instruction.
 - Continue with instruction; adjust curriculum (as needed).
 - Recording of grades (as needed).
 - Completing individual follow-up survey as stated in Core Follow-Up Outcomes Measurement guidelines.
 - Repeating the process until the student terminates his/her program.
- V. Termination consists of:
 - Student terminating his/her enrollment.
 - Student stopping attendance, not receiving instruction for 90 days, and not being scheduled to receive further instruction.
 - Student obtaining goal(s) and not wanting to continue.
 - Filing of the student's record in an "inactive file" for perpetuity.